

Department of Health & Human Services Administration for Children and Families

Program Office: Office of Refugee Resettlement

Funding Opportunity Title: Grants for Outreach to Target Populations under the Trafficking in Persons Program

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-ORR-ZV-0108

CFDA Number: 93.598

Due Date for Letter of Intent: 06/14/2006

Due Date for Applications: 07/03/2006

Executive Summary:

The Administration for Children and Families (ACF), Office of Refugee Resettlement (ORR), announces a grant opportunity under its Trafficking in Persons Program for projects to expand existing outreach activities to identify and counsel victims of a severe form of human trafficking, as defined by the Trafficking Victims Protection Act of 2000 (22 USC 7101).

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

These grants are authorized by three provisions of law: section 106(b) of the Trafficking Victims Protection Act of 2000 (TVPA) (22 U.S.C. 7104(b)); section 107(b)(1)(B) of the TVPA as amended by section 4(a)(2)(B)(ii) of the Trafficking Victims Protection Reauthorization Act (TVPRP) of 2003 (Public Law (P.L.) 108-193); and section 412(c)(1)(A) of the Immigration and Nationality Act (INA) (8 U.S.C. 1522(c)(1)(A)).

Section 106(b) of the TVPA provides: "The President, acting through the Secretary of Labor, the Secretary of Health and Human Services,

the Attorney General, and the Secretary of State, shall establish and carry out programs to increase public awareness, particularly among potential victims of trafficking, of the dangers of trafficking and the protections that are available for victims of trafficking."

Section 107(b)(1)(B) of the TVPA provides that ". . .the Secretary of Health and Human Services. . . shall expand benefits and services to victims of severe forms of trafficking in persons in the United States and aliens classified as a nonimmigrant under section 101(a)(15)(T)(ii) of Title 8, without regard to the immigration status of such victims."

The TVPRA further amended this provision by adding to section 107(b)(1)(B), "In the case of nonentitlement programs funded by the Secretary of Health and Human Services, such benefits and services may include services to assist potential victims of trafficking in achieving certification and to assist minor dependent children of victims of severe forms of trafficking in persons or potential victims of trafficking." This provision anticipates activities to assist victims prior to the U.S. Department of Health and Human Services (HHS) certification, which would otherwise be required in order for victims to access most Federally funded benefits.

Background

In 2000, the Trafficking Victims Protection Act (TVPA), P.L. 106-386, was enacted in response to the phenomenon of human exploitation overseas and on American soil. The TVPA was reauthorized in December 2003, by the Trafficking Victims Protection Reauthorization Act of 2003, P.L. 108-193.

Human trafficking is modern-day slavery. It occurs when the victims are compelled to engage in commercial sex or to provide labor by means of fraud, coercion or force. The crime of trafficking is often confused with human smuggling. The U.S. Department of Justice has provided the following explanation of the difference between smuggling and trafficking (66 Federal Register (FR) 38513, 38515 (July 24, 2001)):

Federal law makes a distinction between alien smuggling--in which the smuggler arranges for an alien to enter the country illegally for any reason, including where the alien has voluntarily contracted to be smuggled--and severe forms of trafficking in persons. Unlike alien smuggling, as the following definition indicates, severe forms of trafficking in persons must involve both a particular means such as the use of force, fraud, or coercion, and a particular end such as involuntary servitude or a commercial sex act (with regards to a commercial sex act, however, the use of force, fraud, or coercion is

not necessary if the person induced to perform a commercial sex act is under the age of 18). Pursuant to the TVPA, victims of severe forms of trafficking are persons who are recruited, harbored, transported, provided, or obtained for: (1) labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery; or (2) the purpose of a commercial sex act in which such act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age. Aliens who are voluntarily smuggled into the United States, in most cases, will not be considered victims of severe forms of trafficking in persons. However, individuals who are smuggled into the United States in order to be used for labor or services may become victims of a severe form of trafficking in persons if, for example, after arrival the smuggler uses threats of serious harm or physical restraint to force the individual into involuntary servitude, peonage, debt bondage, or slavery. Federal law prohibits forced labor regardless of the victim's initial consent to work. This distinction between alien smuggling and severe forms of trafficking in persons is consistent with the separate treatment of the trafficking and smuggling issues internationally.

In response to the TVPA enactment, ORR modified in 2001 a standing announcement for social services to meet the needs of newly arriving refugees, to include services to victims of a severe form of trafficking. In February 2002, ORR further modified category 3 of the existing standing announcement by removing services to victims of a severe form of trafficking in order to proceed with a new and separate announcement specifically aimed at promoting awareness about human trafficking and addressing the service needs of victims of a severe form of trafficking. That notice of modification was published in the *Federal Register* on February 8, 2002 (67 FR 6048).

On May 24, 2002, ORR published an announcement in the *Federal Register* (67 FR 36622) seeking applications in three categories of activities: to provide local/community outreach and/or services to victims of a severe form of trafficking (category 1); to provide technical assistance and training (category 2); and to provide information discovery for a national outreach/education campaign (category 3). Due to the positive response from that grant announcement, ORR decided to provide additional funding in Fiscal Year (FY) 2003 for category 1 activities ((to provide local/community outreach and/or services to victims of a severe form of trafficking)(67 FR 59855 (September 24, 2002))).

ORR provided continuation funding, where appropriate, for trafficking grants awarded in FYs 2002 and 2003 for category 1 and category 2 grants. These grantees are continuing to provide benefits and services to victims of severe forms of trafficking who have certification and eligibility letters. As a result of the trafficking reauthorization, such benefits and services beginning on December 19, 2003, are to be provided to certain family members of trafficking victims who have received "T" visas and may also include services to assist potential victims of trafficking in achieving certification and to assist minor dependent children of victims of severe forms of trafficking in persons or potential victims of trafficking.

While these grant opportunities helped to establish a network of service providers ready to assist victims of a severe form of trafficking, the pace of victim identification since passage of the TVPA has been slower than expected. The U.S. government estimates that 14,500-17,500 victims are trafficked into the United States each year, yet only 841 victims, as of September 30, 2005, have been certified for benefits since passage of the TVPA. Some of the difficulties in getting victims to come forward were anticipated by Congress, as described in the Findings section, section 102(b)(20) of the TVPA:

(20) Because victims of trafficking are frequently unfamiliar with the laws, cultures, and languages of the countries into which they have been trafficked, because they are often subjected to coercion and intimidation including physical detention and debt bondage, and because they often fear retribution and forcible removal to countries in which they will face retribution or other hardship, these victims often find it difficult or impossible to report the crimes committed against them or to assist in the investigation and prosecution of such crimes.

In order to increase the rate of victim identification, HHS undertook a public awareness campaign to promote awareness of the phenomenon of trafficking and of the programs available to aid victims of trafficking. As part of the campaign, ORR is sponsoring a trafficking information and referral hotline. Additionally, HHS initiated this fourth category of trafficking grants, supporting outreach to populations among which trafficking victims are likely to be found, for the purpose of counseling victims to access the programs available to help them rebuild their lives while remaining in the United States. See 69 FR 45829 (July 30, 2004). This category of grants differs from the category 1 grants, which supported generalized local/community outreach activities, because this category supports particularized direct outreach to target populations. ORR does not expect to publish any other trafficking grant opportunities during this fiscal year.

Program Purpose and Objectives

The purpose of the Outreach to Victims of Human Trafficking grant program is to increase the identification of trafficking victims, as defined by the TVPA, and to encourage victims to leave their trafficked condition by counseling them on the programs available to assist victims, by alerting local law enforcement, and by connecting the victims with a qualified service provider prepared to assist victims of trafficking. This grant program seeks to provide financial assistance to existing programs of outreach to populations among which victims of human trafficking may be found (whether or not current activities to such populations pertain to trafficking). It does not intend to support the initiation of a program by organizations not currently conducting such outreach. Populations among which victims of trafficking may be found include, but are not limited to: prostitutes, persons engaged in sex entertainment, migrant farm workers, domestic or household employees, low wage industrial or factory workers, janitors, restaurant and other service industry laborers, and immigrant populations generally.

The United States Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. Reducing the incidence of prostitution is an inseparable part of the larger strategy to combat trafficking.

Allowable Activities

The purpose of this program is to support direct, person-to-person contact, information sharing, counseling and other communication between agents of the grant recipient and members of a specified target population--among which victims of trafficking may be found. Any activity that is integral to the development and execution of opportunities for such direct interaction is potentially allowable, except for activities declared to be unallowable below. In addition, the collection, organization and analysis of information regarding places and facilities where trafficking victims may be held or exploited is allowable. It is anticipated that applicants will make current clients or contacts aware of the phenomenon of human trafficking, and will debrief them regarding their knowledge of the existence of trafficking victims among fellow members of the population being served by the grant applicant.

Other examples of allowable activities include but are not limited to:

- a. Outreach teams that engage target populations in places of dwelling and in outdoor for a such as parks, street corners/sidewalks, agricultural facilities, and other places of congregation;
- b. Mobile canteens that bring food and personal sundries to members of a target population for the purpose of building rapport;
- c. Informational outreach in low-income and immigrant communities to counsel members about the availability of supportive services or health care opportunities, or to provide legal counseling;
- d. Ethnic-centered outreach efforts into particular immigrant populations for various other purposes (e.g., educational, community development).
- e. Other forms of on-site needs assessment and referral services, obviating the need for victims to make office visits.

This grant announcement is not intended to support the provision of more than incidental material benefit to outreach clients. For example, mobile health clinics may present an appropriate outreach opportunity, but this grant announcement would not be an appropriate funding vehicle for the underlying medical services--just for the incremental costs of seeking out victims of trafficking among the population already being served. Neither is this grant announcement appropriate for funding direct benefits to the victims after identification and rescue.

Definitions

Some of these definitions are taken from section 103 of the TVPA (22 U.S.C. 7102):

ACTIVITIES THAT RESULTED FROM SUCH VICTIMS BEING TRAFFICKED - The term "activities that resulted from such victims being trafficked" means commercial sex acts induced by force, fraud, or coercion, or any such act in which the person induced to perform such act has not attained 18 years of age; or labor or services in which the recruitment, harboring, transportation, provision, or obtaining of the person induced to perform such labor or services has been through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. It does not mean mere presence in the United States.

AMELIORATIVE ASSISTANCE - The term "ameliorative assistance" means assistance intended to relieve the suffering of, or health risks to, victims of trafficking caused by their being trafficked or their engagement in activities resulting from such victims being trafficked, including incidental or limited assistance deemed necessary to develop a relationship and rapport with the victim as part of a strategy to help the victim escape his or her trafficked condition and cease those activities which result from their being trafficked. It does not mean assistance that supports the trafficker or is not intended to facilitate the eventual rescue of the trafficking victim.

BEING TRAFFICKED - The term "being trafficked" means the subject is the victim of a severe form of trafficking.

COERCION - The term "coercion" means--

- (A) threats of serious harm to or physical restraint against any person;
- (B) any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (C) the abuse or threatened abuse of the legal process.

COMMERCIAL SEX ACT - The term "commercial sex act" means any sex act on account of which anything of value is given to or received by any person.

DEBT BONDAGE - The term "debt bondage" means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

EMERGENCY MEDICAL CARE - The term "emergency medical care" means examination or other care appropriate to address an existing emergency medical condition, including transport for further care.

EMERGENCY MEDICAL CONDITION - The term "emergency medical condition" means a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in a physical disorder, physical illness, or physical injury that:

- (A) is life threatening,

(B) results in permanent impairment of a body function or permanent damage to a body structure, or

(C) necessitates medical or surgical intervention to preclude permanent impairment of a body function or permanent damage to a body structure.

FUNDS MADE AVAILABLE FOR THE PURPOSE OF MONITORING OR COMBATING THE TRAFFICKING OF PERSONS - The term "funds made available for the purpose of monitoring or combating the trafficking of persons" means any United States Government funds appropriated by Congress to the Department of Health and Human Services for anti-trafficking purposes under title 22 U.S.C., whether distributed through grants, cooperative agreements, contracts, grants under a contract, memorandums of understanding, and other funding instruments.

INVOLUNTARY SERVITUDE - The term "involuntary servitude" includes a condition of servitude induced by means of:

(A) any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such condition, that person or another person would suffer serious harm or physical restraint; or

(B) the abuse or threatened abuse of the legal process.

LEGALIZATION OF PROSTITUTION - The term "legalization of prostitution" means a state of affairs in which prostitution is legal, decriminalized such that no person involved is criminally prosecuted, or regulated as a legitimate form of work.

ORGANIZATION - The term "organization" means a non-profit organization (including but not limited to, a community action agency, research institute, educational association, health center, or hospital), a for-profit entity, State, local, Tribal government, or a contractor, including a personal services contractor.

PROGRAM - The term "program" means the method or procedures used to deliver services. The term includes activities conducted by a single individual or organization or by consortia of individuals or organizations or by collaborations between or among individuals or organizations.

PROGRAM THAT TARGETS VICTIMS OF SEVERE FORMS OF TRAFFICKING IN PERSONS - The term "program that targets victims of severe forms of trafficking in persons" means a program that is designed to, or does, monitor or provide services to or aimed at

assisting victims of severe forms of trafficking in persons including but not limited to the victims of human trafficking program administered by the Office of Refugee Resettlement, Administration for Children and Families.

PROSTITUTION - The term "prostitution" means procuring or providing any commercial sex act and the practice of prostitution has the same meaning.

RECIPIENT - The term "recipient" means an organization or individual receiving United States Government funds made available for the purpose of monitoring or combating the trafficking of persons.

SEVERE FORMS OF TRAFFICKING IN PERSONS - The term "severe forms of trafficking in persons" means:

(A) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

(B) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

SEX TRAFFICKING - The term "sex trafficking" means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

SITUATION THAT RESULTED FROM SUCH VICTIMS BEING TRAFFICKED - The term "situation that resulted from such victims being trafficked" means a situation caused by or characterized by the victim engaging in activities that resulted from such victims being trafficked. It does not mean mere presence in the United States.

SUB-RECIPIENT - The term "sub-recipient" means any entity to which funds are made available through the recipient and which is accountable to the recipient for the use of the funds provided, including, without limitation, sub-sub-grantees and sub-sub-contractors.

TO SUPPORT THE LEGALIZATION OR THE PRACTICE OF PROSTITUTION - The term "to support the legalization or the practice of prostitution" means to knowingly provide financial support, including the transfer of funds, services, or goods, to any individual or organization that engages in the practice of prostitution or that promotes or advocates the legalization or the practice of prostitution,

or that supports the legalization of prostitution; or to endorse a document or conference that supports the legalization of prostitution; or to provide assistance to trafficking victims that is not ameliorative assistance as defined in this regulation. An organization or recipient shall not be deemed to have knowingly provided such support if that organization or recipient did not know, and by the exercise of reasonable diligence would not have known, that the support was being used for or would be used for such purposes. Further, providing trafficking victims with emergency medical care for an emergency medical condition does not constitute such support.

TO PROMOTE OR TO ADVOCATE THE LEGALIZATION OR THE PRACTICE OF PROSTITUTION - The term "to promote or to advocate the legalization or the practice of prostitution" means to use financial, personal, in-kind, or other resources to further the legalization or the practice of prostitution, including sponsoring or supporting conferences or publications that further the legalization or the practice of prostitution. This includes, but is not limited to, engaging in lobbying activities or public information or advocacy campaigns.

VICTIM OF A SEVERE FORM OF TRAFFICKING - The term "victim of a severe form of trafficking" means a person subject to an act or practice described in "severe forms of trafficking in persons" above.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$1,500,000
Anticipated Number of Awards:	15 to 20
Ceiling on Amount of Individual Awards:	\$125,000 per project period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$75,000 per project period
Length of Project Periods:	36-month project with three 12-month

budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations other than small businesses

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Public, private for-profit and private non-profit organizations, including faith-based organizations, are eligible to apply for any of these grants. For-profit entities are eligible to apply, although HHS funds may not be paid as profit to any recipient even if the recipient is a commercial organization (45 CFR 74.81).

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](https://www.grants.gov). A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Sylvia Johnson
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management/Division of Discretionary
370 L'Enfant Promenade, SW.
Aerospace Building, 6th Floor East
Washington, DC 20447
Phone: 202-401-4524
Fax: 202-260-6585
Email: ACFOGME-grants@acf.hhs.gov
URL: www.acf.hhs.gov/grants/index.html

2. Content and Form of Application Submission:

Letters of intent are encouraged but not required. Letters of intent to apply are expected to be received by 4:30 p.m., eastern time, by the due date found at the beginning of the announcement and in *Section IV.3*. Letters should state the funding opportunity number, the Applicant's name and contact information, the location of the proposed site, and the type of facility the Applicant is applying for. One letter for each facility type that is being applied for should be submitted.

Letters of intent should be sent to the attention of Heather Pfahl at Office of Refugee Resettlement, Administration for Children and Families, 370 L'Enfant Promenade, SW., Aerospace Building, Washington, DC, 20447.

Letters may also be sent by facsimile to: 202-401-5487; or by email to: HPfahl@acf.hhs.gov.

Applications must include copies of all written materials that will be provided to victims of severe forms of trafficking, including victims of sex trafficking, and these materials must be clear and appropriate. Examples of materials could include: 1) intake assessments, 2) outreach brochures, 3) referral plans, and 4) other appropriate materials. It should be noted that written materials may not be the

optimal vehicle for doing outreach because of the varying populations where potential trafficking victims can be found. The application must include a clear and detailed description of outreach services to be provided to victims of severe trafficking, including services to victims of sex trafficking.

Each application must include the following components. Applications should be organized according to the checklist found below in *Section IV.3*.

1. Table of Contents

- A. Abstract of the Proposed Project - not to exceed one page (would be suitable to use in announcing the grant award, if selected), which identifies the type of project, the target population, and the major elements of the work plan.
- B. Completed Standard Form 424 - signed by an official of the organization applying for the grant who has authority to legally obligate the organization.
- C. Standard Form 424A - Budget Information-Non Construction Programs
- D. Narrative Budget Justification - for each object class category required under Section B, Standard Form (SF) 424A.
- E. Project Narrative - A narrative that addresses issues described in the "The Project Description Overview" and the "Evaluation Criteria" found in *Section V.1* of this announcement.

2. Application Format

- Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.
- The font size may be no smaller than 12 point and the margins must be at least one inch on all sides.
- Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one.
- For those submitting in hardcopy, submit application materials on white 8.5 x 11 inch paper only. Do not use colored, oversized or folded materials.

- For those submitting in hardcopy, please present application materials either in loose-leaf notebooks or in folders with page two-hole punched at the top center and fastened separately with a slide paper fastener.

3. Page Limitation

- Each application narrative should not exceed 30 pages double-spaced.
- Attachments and appendices should not exceed 30 pages and should be used only to provide supporting documentation such as administration charts, position descriptions, resumes, and letters of intent or partnership agreements.
- A table of contents and an executive summary should be included but will not count in the page limitations.
- Each page should be numbered sequentially, including the attachments and appendices.
- This limitation of 30 pages should be considered as a maximum, and not necessarily a goal.
- Application forms are not to be counted in the page limit. Any pages that go beyond the 30-page limit will not be considered in the review process.
- Please do not include books or videotapes as they are not easily reproduced and are therefore inaccessible to the reviewers. The review panel will not consider submitted material which exceeds the 30-page limit.

The applicant must specify the geographic area in which it will conduct actions. A geographic area is defined to be one or more contiguous counties or a Metropolitan Statistical Area (MSA), and each application should be for activities in a single defined geographic area or MSA, although multiple applications are welcome.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all

of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Restriction on Programs

No funds made available by the Office of Refugee Resettlement, Administration for Children and Families, for the purpose of monitoring or combating trafficking in persons may be used to promote, support, or advocate the legalization or practice of prostitution.

Nothing in the first paragraph of this subsection shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

There is no prohibition on the provision of emergency medical care for an emergency medical condition, whenever provided. The Administration for Children and Families, Office of Refugee Resettlement, has determined that the statutory prohibition on "support" for prostitution does not prohibit the provision of emergency medical care for an emergency medical condition, and thus that emergency medical care for an emergency medical condition may be provided to victims during the two time periods defined above.

Restriction on Organizations

No funds made available for the purpose of monitoring or combating trafficking in persons may be used to implement any program that targets victims of severe forms of trafficking in persons through any organization that has not certified that it does not promote, support, or advocate the legalization or practice of prostitution. However, the preceding sentence does not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked.

An organization is ineligible to receive any funds made available for the purpose of monitoring or combating trafficking in persons unless it has provided the certifications required.

Certifications

Certifications are required to receive anti-trafficking funding from the Administration for Children and Families, Office of Refugee Resettlement. The required certification has three basic parts, each of which must be completed. The actual text of each part is provided below, for explanatory purposes. The certifications themselves have also been reprinted for signature in *Appendix A*.

The first part implements the statutory Restriction on Programs through a Use of Funds Certification, in which the recipient seeking or receiving Office of Refugee Resettlement-administered Federal anti-trafficking funds certifies that it will not use the funds to promote, support, or advocate the legalization or the practice of prostitution.

The second part implements the Restriction on Organizations through three alternative certifications, of which organizations must sign at least one. Organizations implementing a program targeting victims of severe forms of trafficking must provide the Primary Eligibility Certification, unless they serve only individuals who are no longer engaged in the activities that resulted from such victims being trafficked. In that case, they must provide Secondary Eligibility Certification A, stating that they serve only victims who are no longer engaged in the activities that resulted from the victims being trafficked. Other organizations that provide services to victims of non-severe forms of trafficking or otherwise do not meet the criteria for organizations that must provide the other certifications, must provide Secondary Eligibility Certification B, stating that the organization does not implement a program that targets victims of severe forms of trafficking.

The third part of the certification contains Acknowledgement and Sub-recipient Certifications. These require each recipient to acknowledge that its provision of the certifications is a prerequisite to receiving Federal funds, that those funds can be stopped or withdrawn if a certification is found to have been, or becomes, inaccurate, and that the recipient will ensure that all its sub-recipients also provide the required certifications. As detailed in the certifications section, a sub-recipient must, at a minimum, provide the same certification as that provided by the original recipient.

Certifications are included in this grant application and shall be made by an officer or other person authorized to bind the recipient.

All recipients must provide:

- Use of Funds Certification; and
- Acknowledgement and Sub-recipient Certifications

Recipients that are organizations must provide at least one of the following:

- Primary Eligibility Certification;
- Secondary Eligibility Certification A; and/or
- Secondary Eligibility Certification B.

Organizations that are sub-recipients of an organization providing the Primary Eligibility Certification must themselves provide the Primary Eligibility Certification. Likewise, organizations that are sub-recipients of an organization providing Secondary Eligibility Certification A must themselves provide Secondary Eligibility Certification A, and organizations that are sub-recipients of an organization providing Secondary Eligibility Certification B must provide Secondary Eligibility Certification B.

The certifications shall state as follows:

Use of Funds Certification: "I hereby certify that the recipient of the funds made available through this grant will not use such funds to promote, support, or advocate the legalization or the practice of prostitution."

Eligibility Certifications (an organization must check at least one). Please see *Appendix A Certification Regarding Prostitution and Related Activities* at the end of this Announcement.

Primary Eligibility Certification: "I certify that the organization does not promote, support, or advocate the legalization or the practice of prostitution and will not promote, support, or advocate the legalization or the practice of prostitution during the term of this grant. I further certify that the organization does not operate through any other organization or individual that supports, promotes, or advocates the legalization or the practice of prostitution."

Secondary Eligibility Certification A: "I certify that the organization provides services to individuals only after they are no longer engaged in activities that resulted from such victims being trafficked, and that

the organization does not operate through any organization that provides services to victims other than after those victims are no longer engaged in the activities that resulted from their being trafficked. I further certify that if, during the grant term, the organization or any sub-recipient begins to provide services to other victims, the organization and all its sub-recipients, prior to the time such services are provided, will provide the Primary Eligibility Certification above).

Secondary Eligibility Certification B: "I certify that the organization does not implement a program that serves victims of severe forms of trafficking, and that the recipient does not operate through any organization or individual that implements a program that serves victims of severe forms of trafficking. I further certify that if, during the grant term, the organization or any sub-recipient begins to implement such a program, the organization and all its sub-recipients, prior to implementation of such a program, will provide the Primary Eligibility Certification above."

Acknowledgement and Sub-recipient Certifications: "I further certify that the recipient acknowledges that these certifications are a prerequisite to receipt of United States Government funds in connection with this grant, and that any violation of these certifications shall be grounds for unilateral termination by the Administration for Children and Families, Office of Refugee Resettlement of any grant prior to the end of its term and recovery of appropriated funds expended prior to termination. I further certify that the recipient will include this identical certification requirement in any grant to a sub-recipient of funds made available under this grant, and will require such sub-recipient to provide the same certification that the organization chose."

A recipient shall be considered in violation of its certifications if an individual who is an employee, director, or otherwise under the control of the recipient supports, promotes, or advocates the legalization or the practice of prostitution, unless:

(1) The recipient does not endorse or provide financial support for the action by the individual and prohibits the individual from accepting reimbursement from other organizations for such action insofar as such reimbursement is given on account of the individual's position with the recipient.

(2) The recipient takes reasonable steps necessary to ensure that a reasonable observer would understand that the recipient is not

represented by the individual and that the recipient does not endorse the individual's promotion, support, or advocacy.

Recipients and sub-recipients of funds must file a renewed certification upon any extension, amendment, or modification of the grant that extends the term of such instrument or adds additional funds to it. Recipients that are already recipients and sub-recipients as of the effective date of this regulation must file a certification upon any extension, amendment, or modification of the grant that extends the term of such instrument or adds additional funds to it.

Sub-recipients of funds must provide the Administration for Children and Families, Office of Refugee Resettlement with a certification as set out above, submitted as part of the application for and/or award of the grant, or in a separate writing signed by the sub-recipients' officer or other person authorized to bind the recipient.

Restriction on Programs Operated with or through Consortia

No funds made available for the purpose of monitoring or combating the trafficking of persons may be made available through, or expended by, programs operated with, or through, a consortium of organizations that includes any organization that has not provided the Administration for Children and Families, Office of Refugee Resettlement with a certification as set out in the previous section.

Record-keeping and Inspection

Press and public relations material, Internet content, and other broadly disseminated documents (such as training manuals, curricula, and other educational matter) pertinent to establishing the validity of the certifications provided shall be maintained by recipients and sub-recipients for a period of three years after the end of the term of the grant through which the funds were provided. If any litigation, claim or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims or audit findings involving the materials have been resolved and final action taken.

Authorized employees of the Administration for Children and Families, Office of Refugee Resettlement have the right to timely and unrestricted access to the materials described in the paragraph above. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents.

Termination of Funding

Transfer of funds to a recipient may be terminated, including termination of a grant, if the Administration for Children and Families, Office of Refugee Resettlement determines, in its sole discretion that the recipient of the funds has failed to comply with the requirements of this part.

A recipient whose funding has been terminated shall reimburse the Administration for Children and Families, Office of Refugee Resettlement for all funds expended after the violation occurred, or, in the case of a grant, the funds in their entirety if the Administration for Children and Families, Office of Refugee Resettlement determines that an organization's certification was or has become false.

In addition to termination of funding, a recipient in violation of this part may be suspended or debarred from receiving any further government funds if the Administration for Children and Families, Office of Refugee Resettlement determines that the violation of this part was willful.

Terminations will be in accordance with FAR Part 49 for contracts; 45 CFR Part 76 for grants, cooperative agreements, contracts, grants under a contract, memorandums of understanding or other funding instruments; and other applicable laws and regulations.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and

submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.

- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Letter of Intent: 06/14/2006

Due Date for Applications: 07/03/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A

determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	By due date listed in <i>Section IV.3</i>
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Section IV.2 and V	Found in Sections IV.2 and V	By application due date.
Certification Regarding Prostitution	See Appendix A	Found in Appendix A	By date of award.
Environmental Tobacco Smoke	See Section	See http://www.acf.hhs.gov/program/ofs/forms .	By date of award.

Certification	IV.2	htm	
Proof of Non-Profit Status (if applicable)	See Section III.3	Found in Section III.3	By date of award.
Certification Regarding Lobbying and Disclosure of Lobbying Activities	See Section IV.2	See www.acf.hhs.gov/program/ofs/forms.htm	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions

have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Please reference the subsection on "Allowable Activities" under *Section / Funding Opportunity Description* for further information.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Sylvia Johnson
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
370 L'Enfant Promenade, S.W.
Aerospace Building, 6th Floor East
Washington, DC 20447

Hand Delivery

Sylvia Johnson
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management/Division of Discretionary Grants
ACF Mailroom, 2nd floor, Aerospace Center
370 L'Enfant Promenade, S.W.
Washington, DC 20447

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

The full project description should articulate the results and benefits to be achieved with quantifiable measures of success and should explain how the award of funds is expected to impact these key indicators. Project outcomes should be measurable and achievable within the grant project period; monitoring and information collection related to anticipated outcomes should be described.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

The full project description should include a statement of the overall strategy and a detailed plan, including a clear description of how funds awarded under this announcement will be utilized to expand current outreach activities for the purpose of identifying victims of trafficking. The statement should justify the expectation that trafficking victims will be identified as the result of this expansion of activities. The

nature of activities to be directed at victims of trafficking should be clearly described and some quantification of these activities provided. The plan should make clear how the proposed activities will be accomplished. The project description should provide a plan for providing vital services to newly liberated victims of trafficking, which may utilize other organizations (including current ORR trafficking program grantees and faith-based organizations) for service provision. Although funds for this program are not intended to provide such direct services, this plan will provide evidence that the applicant has carefully thought through the care of identified victims. Where partner organizations are proposed for this purpose, evidence of the partner's commitment is recommended, e.g., by Memoranda of Understanding (MOUs) or similar documentation. The project description should also provide a plan for liaison with local law enforcement agencies, so that the activities of the applicant will be closely coordinated with local, State and Federal law enforcement authorities, not interfere with local law enforcement actions, nor take local law enforcement agencies by surprise (the creation of an advisory committee that includes representatives of local and Federal law enforcement agencies is an example of an appropriate mechanism for this purpose). And the plan should describe precautions to be taken to minimize the risk of physical harm of outreach workers.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the

procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a

State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of

units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class

categories. Identify which construction activities/costs will be contractual and that the applicant will assume.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a

broad overview of the project to more detailed information about how it will be conducted)

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 40 points

Quality of the project plan (25 points)

Applications will be evaluated on the basis of a statement of strategy and a detailed plan, considering how funds awarded under this announcement will be used to expand current outreach activities for the purpose of identifying victims of trafficking. The likelihood of trafficking victims being identified as the result of this expansion of activities will be assessed. The clarity of the proposed activities and the reasonableness and feasibility of proposed activities and timeframes will be considered.

Protocol for Service Provision to Victims (5 points)

Applications will be evaluated for the quality of their planning for vital outreach activities to be provided to newly liberated victims of trafficking. Applicants may utilize other organizations (including current ORR trafficking program grantees and faith-based organizations) for service provision.

Protocol for Liaison with Law Enforcement Agencies (10 points)

Applications will be evaluated for existence and quality of a plan for liaison with local law enforcement agencies, so that the activities of the applicant will be closely coordinated with local, State and Federal law enforcement authorities, and will complement and not interfere with local law enforcement actions. Applications will be assessed for precautions to be taken to minimize the risk of physical harm of outreach workers.

RESULTS OR BENEFITS EXPECTED - 20 points

Applications will be evaluated for results and benefits expected to be achieved. In particular, the incremental impact of grant funding will be assessed in terms of the outcomes proposed. The degree to which intended outcomes are quantifiable and achievable will be considered. The quality of the proposed mechanism for measuring outcomes will be considered.

BUDGET AND BUDGET JUSTIFICATION - 15 points

Applications will be evaluated for the degree to which the line-item budget and narrative justification are reasonable, clearly presented, and cost-effective in relation to the proposed activities. Consideration will also be given to synergies between the proposed grant and current activities, including the degree to which proposed outreach activities benefit from financial efficiencies or sunk costs of the existing outreach program.

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

Evaluations on this criterion will focus on the population proposed to be served through outreach activities (presumed to be a population currently being served by the applicant) and the justification provided for the expectation that trafficking victims will be identified within that population. The appropriateness of the current outreach for that population will also be considered.

ORGANIZATIONAL PROFILES - 10 points

Evidence of the organizational capability to achieve the proposed outcomes will be assessed under this criterion. Such capability is demonstrated by prior relevant experience and by including a plan for fiscal and programmatic management of each outreach activity. Such plans should be described in detail with proposed start-up times, ongoing timelines, major milestones or benchmarks, a component/project organization chart, management of affiliates, and a staffing chart of an affiliate network. Capability is also demonstrated through the presentation of qualifications of project staff, both applicant and affiliate agencies, as well as any volunteers.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and time (*Section IV.3*) and (2) the amount requested does not exceed the stated ceiling (*Section II*).

Competitive Review and Evaluation Criteria: Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel on the basis of evaluation criteria specified in *Section V*. The evaluation criteria were designed to assess the

quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded on the basis of responsive to the evaluation criteria within the context of this program announcement.

Selection of Grant Recipients: In general, the most highly rated applications will be funded first, to the extent of available funds. However, the Director of ORR reserves the right to award less or more than the funds described in this announcement. In the absence of worthy applications, the Director of ORR may decide not to make an award if this is deemed in the best interests of the Federal Government. The Director of ORR reserves the right to award grants after taking into consideration the geographic distribution of eligible recipients. The Director of ORR does not intend to award more than one grant per distinct geographic area for any particular target population, and the Director of ORR may insure that a grant is awarded for certain high-priority geographic areas. The government has identified the following as high-priority areas: Colorado, Nevada, New Jersey, eastern Pennsylvania/greater Philadelphia area, the Central Valley region of California (including Sacramento), Atlanta MSA, Phoenix MSA, Seattle MSA, Portland MSA, San Francisco and Oakland MSA, Milwaukee MSA, Texas (Houston MSA, San Antonio, Dallas) Los Angeles and Orange County, central Florida (including Tampa, St. Petersburg and Orlando), southern Florida (including Miami and Fort Lauderdale), St. Paul/Minneapolis, northern Illinois (including the Chicago MSA), southern Illinois, northern Missouri (including St. Louis), southern Missouri, Long Island, Ohio, and Central North Carolina. Funding availability for future years is at the Director's discretion.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

A suggested format for the program report will be sent to all grantees after the awards are made.

Copies of reports should be submitted to the Grants Management Contact listed in *Section VII*.

VII. AGENCY CONTACTS

Program Office Contact:

Heather Pfahl
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
370 L'Enfant Promenade, S.W.
Washington, DC 20447
Phone: 202-401-0933
Fax: 202-401-5487
Email: Hpfahl@acf.hhs.gov

Grants Management Office Contact:

Sylvia Johnson
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, S.W.
Aerospace Building, 6th Floor East
Washington, DC 20447
Phone: 202-401-4524
Fax: 202-260-6585
Email: ACFOGME-grants@acf.hhs.gov

VIII. OTHER INFORMATION

Additional information about the Trafficking in Persons Program can be found on the website, www.acf.hhs.gov/trafficking.

Date: 05/26/2006

Kenneth Tota
Chief of Operations
Office of Refugee Resettlement

Appendix A: Certification Regarding Prostitution and Related Activities

The Trafficking Victims Protection Reauthorization Act, as amended (22 U.S.C. 7110(g)), provides that no funds made available under the Act may be used to promote, support, or advocate the legalization or practice of prostitution. It further provides that "no funds made available" under the Act "may be used to implement any program that targets victims of severe forms of trafficking in persons . . . through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution." Consequently, an authorized representative of your organization is asked to certify that your organization meets this requirement.

All recipients must provide:

- Use of Funds Certification; and
- Acknowledgement and Sub-recipient Certifications.

Recipients that are organizations must provide at least one of the following:

- Primary Eligibility Certification;
- Secondary Eligibility Certification A; and/or
- Secondary Eligibility Certification B.

Organizations that are sub-recipients of an organization providing the Primary Eligibility Certification must themselves provide the Primary Eligibility Certification. Likewise, organizations that are sub-recipients of an organization providing Secondary Eligibility Certification A must themselves provide Secondary Eligibility Certification A, and organizations that are sub-recipients of an organization providing

Secondary Eligibility Certification B must provide Secondary Eligibility Certification B.

As an officer or other person authorized to bind the recipient organization of U.S. Government funds in connection with this grant award, I hereby make the following certification that is a prerequisite to the receipt of funds under this grant:

Use of Funds Certification: "I hereby certify that the recipient of the funds made available through this grant will not use such funds to promote, support, or advocate the legalization or the practice of prostitution."

Eligibility Certifications (an organization must check at least one)

_____ Primary Eligibility Certification: "I certify that the organization does not promote, support, or advocate the legalization or the practice of prostitution and will not promote, support, or advocate the legalization or the practice of prostitution during the term of this grant. I further certify that the organization does not operate through any other organization or individual that supports, promotes, or advocates the legalization or the practice of prostitution."

_____ Secondary Eligibility Certification A: "I certify that the organization provides services to individuals only after they are no longer engaged in activities that resulted from such victims being trafficked, and that the organization does not operate through any organization that provides services to victims other than after those victims are no longer engaged in the activities that resulted from their being trafficked. I further certify that if, during the grant term, the organization or any sub-recipient begins to provide services to other victims, the organization and all its sub-recipients, prior to the time such services are provided, will provide the Primary Eligibility Certification above)."

_____ Secondary Eligibility Certification B: "I certify that the organization does not implement a program that serves victims of severe forms of trafficking, and that the recipient does not operate through any organization or individual that implements a program that serves victims of severe forms of trafficking. I further certify that if, during the grant term, the organization or any sub-recipient begins to implement such a program, the organization and all its sub-recipients, prior to implementation of such a program, will provide the Primary Eligibility Certification above."

Acknowledgement and Sub-recipient Certifications: "I further certify that the recipient acknowledges that these certifications are a prerequisite to receipt of United States Government funds in connection with this grant, and that any violation of these certifications shall be grounds for unilateral termination by the Administration for Children and Families, Office of Refugee Resettlement of any grant prior to the end of its term and recovery of appropriated funds expended prior to termination. I further certify that the recipient will include this identical certification requirement in any grant to a sub-recipient of funds made available under this grant, and will require such sub-recipient to provide the same certification that the organization chose."

Name of Recipient Organization:

By:

Printed Name:

Title:

Date: